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PNG EXTRACTIVE INDUSTRIES

TRANSPARENCY INITIATIVE

NATIONAL SECRETARIAT

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TERMS OF REFERENCE
FOR
REVAMP AND RE-DESIGN OF PNGEITI NATIONAL SECRETARIAT WEBSITE
HTTPS://WWW.PNGEITI.ORG.PG/

1. EITI overview

The EITI is built on the notion that natural resources such as oil, gas, metals and minerals,belong to a country's citizens. The EITI's mission is to promote understanding of natural resource management, strengthen public and corporate governance and provide the data to inform greater transparency and accountability in the extractives sector.

By becoming a member of the EITI, countries commit to disclose information along the extractive industry value chain – from how extraction rights (granting of mining and petroleum licences) are awarded, to how different revenues streams make their way through to the Government and how they benefit the public.

Through participation in the EITI process, 55 countries have agreed to a common set of rulesgoverning what has to be disclosed and when – the EITI Global Best Practice Standard. EITI countries disclose extensive amount of data and information as required by the EITI Standard. The EITI Standard requires that data is made available in accessible forms to all users.

2. Project overview and phases

The PNG Extractive Industries Transparency Initiative (EITI) is looking for an experienced webdevelopment firm or an individual to carry out a substantive redesign of the PNGEITI National Secretariat site's user experience and presentation, including but not limited to; navigation and search, updated options for downloading and visualising data, visual material and graphics.

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The Secretariat requires an online platform that is easy to use and navigate, and presents the PNGEITI's core themes in an engaging and visual way.

After the redesign, the Secretariat will require maintenance of the site for the year 2022. Renewal of the maintenance contract will be dependent on satisfactory performance by the web developer to be engaged.

<u>Phases:</u>

Phase 21 March – *03 April, 2022*

Website revamp and redesign

Phase 2-   March, 2022- March, 2023
Support and maintenance.

The EITI is therefore seeking bids for the following two components of the work:

- ☐ redesign of https://www.pngeiti.org.pg/
- ☐ Support and Maintenance of the website for 2023

The deadline for tender proposals is 11th March 2022, with an award date of 18th March, 2022. The selected web designer would ideally start this work on the 23th of March 2022 and is required to deliver on the first phase of the work by 03rd April, 2022.

3. Website objectives, tasks and expected deliverables

The objectives of the new website are to:

- ☐ Increase the understanding and visibility of the PNG EITI
- ☐ Show the relevance and impact of the work of the PNG EITI to stakeholders
- ☐ Make the data collected easily accessible and available for analysis

The deliverables for this short assignment are:

- ☐ Improve the navigation and user experience of the website
- ☐ Upgrade the navigation, organisation and design of our guidance section (eiti.org/guide)to improve uptake of guidance and resources for implementing countries
- ☐ Incorporate modern design and visual elements into the site.

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- Update hardcoded data visualisations and support in embedding a third-party visualisation tool like Flourish, Tableau, Datawrapper or Power BI
- Design a new graphic element on the homepage that explains what the EITI is
- Increase the accessibility of our data by offering multiple formats for bulk download (JSON and CSV)
- Update to the database and API for backwards compatibility
- Meet all WCAG A and AA accessibility requirements

- Maintain the website on a secure platform and in compliance with data regulations
- Create high fidelity mock-ups of main sections of the website
- Launch a beta version of the website to test for bugs and functionality
- Launch the new website without bugs
- Create a user manual and provide at minimum two trainings for staff on editing the new site

- Maintenance and support for the website for 2022 The implementation of the project is expected to take place as soon as possible after the notification of the award, preferably in December 2020.

4. Website revamp and redesign timeline

- The National Secretariat will be working closely with the web developer to finalize a feasible timeline for the launch of the website. However, it is anticipated that the new website will by launched by early April 2022.

5. Qualification Requirements

Company requirements:

- The EITI is seeking an established company focused on Drupal development that has been in operation for at least three years.
- The company must have proven experience in creating and maintaining complex data portals. This should include database creation and management, managing and updating APIs, implementing platforms like CKAN or DKAN for bulk download and integrating data visualisations.
- The Consultant must be a company with at least 10 full-time operational staff (such as web developers, UX designers, project managers).

- At least one key team member must be dedicated as a project manager. This person must be a highly qualified web developer with at least five years of experience from similar projects.

6. Procurement procedure

A consultant will be selected following a quality- and cost-based selection procedure. The following should be submitted:

- ☐ A Technical Proposal which includes:
    - o Company background
    - o Key consultants assigned to the project
    - o CVs and experience of each project team member including the allocation of time of each person assigned to the project
    - o Project management methodology – to include the process for assigning tasks, dealing with urgent requests and estimating additional projects requested by EITI
    - o Detailed description of how the first stages of the project will be facilitated,
    - o 3-5 examples of similar projects. These should have a particular focus on working with similar organisations with databases and APIs, data portals and modern design elements. At least one example should include direct experience in working with dynamically linked databases and APIs.
    - o An implementation timeline

- ☐ A Financial Proposal, clearly indicating:

    - o A lump sum financial proposal for the redesign,. The financial proposal should clearly differentiate fees from any other reimbursable expenses.
    - o An estimate for maintenance and 30 support hours per month of the site for 2022 based on monthly and yearly rates.

7. Selection process

This tender will be evaluated accordingly:

- ☐ Financial (30%)

- ☐ Technical (70%)

    - o Proven experience of company and proposed team in the management and execution of similar projects (30%)

- o Proven expertise of company and proposed team in structuring and presenting complex datasets (20%)

- o IT firm must be Port Moresby based (20%)

- o Proposals should be sent to Gedion Timothy at Gedion_timothy@treasury.gov.pg no later than 4:30pm on the 11th of March 2022. Note that only short-listed applicants will be contacted for interview.